



# Job Opportunity

## State Controller's Office

**Position:** Staff Services Analyst/Associate Governmental Program Analyst | Statewide

**Location:** Personnel/Payroll Services Division  
300 Capitol Mall, Suite 1001, Sacramento, CA 95814

**Issue Date:** April 28, 2006

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Vicki Korach, (916) 324-7287

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply and will be given priority.

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-220-5157-XXX  
051-220-5393-084

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

Under the direction of a Staff Services Manager II, the incumbent performs project and analytical support activities associated with the statewide Employment History/Payroll Systems and Deduction programs. Assignments may include both short and long term projects including the following areas: impact analysis; business process analysis; assessment of user needs; preparation of user requirements and reports; consultation; legislative analysis; problem resolution and creation of new system capabilities.

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

Duties include but are not limited to the following:

- Review and develop business guidelines and procedures to ensure the effective and efficient application of various programs within the Employment History/Payroll/Deduction programs.
- Identify needs for modifications or enhancements to the statewide employment history/payroll business operations and related automated systems.
- Develop, examine and recommend alternative solutions; work with Information Technology staff to implement system modifications and enhancements.
- Develop business requirements for program and business modifications, prepare related user acceptance test plans and validate test outputs.
- Review legislation and prepare impact analyses.
- Prepare memos, reports and other correspondence.
- Conduct presentations before work groups and division/department management.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



**Desirable Qualifications:**

- Strong analytical, communication and organizational skills;
- Prior experience with or knowledge of project work;
- Able to understand and learn data system-oriented concepts and language;
- Able to work well with changing assignments and priorities;
- Experience with personal computer applications including word processing, spreadsheet, database and presentation software.
- Knowledge of the State's Employment History/Payroll/Deduction programs is highly desirable.

*Applications will be screened and only the most qualified will be interviewed*

**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Personnel/Payroll Services Division  
300 Capitol Mall, Suite 1001  
Sacramento, CA 95814

Attn: Vicki Korach